



City of Williamston

161 E Grand River Ave.
Williamston, MI 48895
Phone (517) 655-2774
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CITY OF WILLIAMSTON PUBLIC WORKS (WASTE WATER) EMPLOYEE JOB DESCRIPTION

POSTING DATE: December 15, 2017
CLOSING DATE: Open until filled

Position: Public Works Operator (Full-time; scheduled Night/Weekend On-Call) with Primary Assignment at the Waste Water Treatment Plant. This position is under the AFSME Union Contract as an Equipment Operator position.

Hours: 40 per week (Potential over-time)

Wages: \$15.78 - \$19.22 hourly rate (not including Waste Water and Water Licenses) under the AFSCME union pay schedule (Step determination depending on qualifications). Additional hourly wage rate provisions are included in the contract for Waste Water and Water licenses held.

Benefits: Benefit package includes benefits available to all regular full-time DPW staff in accordance with the AFSCME Union Contract and the City Employee Manual. These include Retirement, Paid Holidays, Vacation, Personal Leave, and Healthcare (including Dental, Vision, and Prescriptions).

Essential Job Functions:

This position is generally supervised by the Director of Public Works and is normally assigned to be directed by the Utility Superintendent for daily assignments. This position requires flexibility with daily task scheduling and a wide array of skills.

Basic Duties include the following, but are not limited to:

- Assist in operation and maintenance tasks in the wastewater treatment plant; includes laboratory analysis.
- Assist in cleaning and televising of sanitary sewers and maintenance of lift stations.
- Assist in repair of manholes and catch basins.
- Perform a variety of tasks involving physical strength and agility, such as trash pickup, dig holes and trenches, load brush, fill potholes with cold patch and shovel snow.
- Perform various building and grounds maintenance tasks; cutting grass, pulling weeds, weed whipping, painting, cleaning and related work.

- Assist in operation and maintenance of the water distribution system. This includes system flushing, break repairs, locating for Miss Dig requests, water treatment plant operation, and lab analysis.
- May assist in facility maintenance of City buildings and properties.
- Normal on-call rotation includes one week of nightly and weekend duty in scheduled rotation with other employees on a frequency of approximately every six to seven weeks.
- May assist DPW in tasks related to street maintenance, construction, repair, and snow plowing.
- Operate automotive and power train equipment with safety and caution; such as vector truck, tractors, construction equipment, plow trucks, power mowers, snow blowers, chain saws, etc.
- Prepare records as necessary.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- High School diploma or a G.E.D. Equivalent.
- Experience operating equipment and tools.
- Valid Michigan driver's license; CDL Class B with Airbrakes endorsement required within 6 months of date of hire.
- Reasonable experience with operation of minor electronic/computerized equipment.
- Ability to perform heavy manual labor for extended periods of time.
- Strong mechanical aptitude as demonstrated by prior employment or other accomplishment.
- Must have general knowledge of street, water, and sewer construction labor.
- Ability to understand and follow oral and written instructions. Reasonable written communications skills.
- Ability to carry out assignments without direct supervision.
- Ability to manage one's work time, setting priorities as conditions change.
- Ability to use courtesy and respect when working with the public.
- Ability to work independently and with other employees.

Preferred Qualifications:

- Strong preference towards individuals with State of Michigan Waste Water Operator Certification (Levels B, C or D).
- Water Operator Certification preferred.

Selection Guidelines:

Selection and hiring are based on strength of education, experience, and oral interview. A pre-employment physical, including a drug screening and background check are required.

Physical and Environmental Characteristics:

- Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Fingering, Talking, Hearing, Repetitive Motions.
- Physical Characteristics: Moderate to heavy work, requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.
- Environmental Conditions: The work is performed both inside and outside, which includes seasonal exposure to cold and heat. The worker is also exposed to potential darkness or poor lighting, dirt/dust, fumes/odors, sanitary sewage, trench excavations, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, traffic hazards, and bodily injury; for which the employee should be capable of taking standard safety precautions. Also, the work may expose the employee to unpleasant social situations, and require the employee to work irregular hours.

To Apply:

Submit resumes to: City of Williamston
ATTN: Scott DeVries
161 W Grand River
Williamston, MI 48895

Fax: (517) 655-2797

Email: HR@williamston-mi.us

For More Information:

Contact (517) 655-2221